

AIR CONDITIONING
& REFRIGERATION

Cosmetology

**Automotive
Mechanics**

BUSINESS
ADMINISTRATION

Robeson Technical
Institute Bulletin

1974-1975



WELDING

Secretarial Science

RADIO, TELEVISION and ELECTRONICS



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ROBESON TECHNICAL INSTITUTE



**A UNIT OF THE DEPARTMENT
OF COMMUNITY COLLEGES**

Drawer A
LUMBERTON, N. C. 28358
Telephone 738-7101
BULLETIN
1974 - 1975

TABLE OF CONTENTS

General Information

School Calendars	3 & 4
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General Information

Officers of Administration	5
Philosophy, Purposes, and Objectives.....	6
Accreditation	6
Student Activities	7-8
Student Services	9
Admissions Policy	10-11-12
Continuing Education.....	12
Cost	13
Programs of Study.....	14

Associate Degree in General Education

General Education Program.....	15
--------------------------------	----

Associate of Applied Science Degree Programs

Accounting	16
Agricultural Business Technology.....	17
Agricultural Science and Mechanization (Veteran Farmer Training)	18
Business Administration	19
Executive Secretarial Science.....	20
General Engineering Technology.....	21
General Office Technology	22
Industrial Management	23
Legal Secretarial Science.....	24
Mechanical Drafting and Design Technology.....	25
Medical Secretarial Science.....	26
Real Estate Sales and Management.....	27

Vocational Diploma Programs

Air Conditioning and Refrigeration.....	28
Automotive Mechanics	29
Carpentry and Cabinetmaking.....	30
Cosmetology	31
Electrical Installation and Maintenance.....	32
Industrial Maintenance	33
Machinist	34
Masonry	35
Practical Nursing	36
Radio, Television, and Electronic Servicing.....	37
Welding	38

Certificate Programs

Developmental Studies	39
Industrial Sewing	40

SCHOOL CALENDAR

1973-1974

FALL QUARTER

September 4 (9 A.M.)	Freshman Orientation
September 5 (9 A.M.-12 Noon)	Freshman Registration
(1 P.M.-3 P.M.)	Senior Registration
September 6	Classes Begin
October 4	Field Day
October 8-12	SGA Campaign Week
October 12	SGA Election
October 18	Installation SGA Officers
October 22	Veterans Day Memorial Service
October 25	Miss R. T. I. Finals
November 21	End of Fall Quarter
November 22 & 23	Thanksgiving Holidays

WINTER QUARTER

November 27	Registration
November 28	Classes Begin
December 15	Christmas Dance
December 20-January 1, 1974	Christmas Holidays
January 2	Classes Resume
February 9	Valentines Dance
February 14	Fashion Show
February 26	End of Winter Quarter

SPRING QUARTER

March 1	Registration
March 4	Classes Begin
March 19	Cap & Gown, Invitation, & Ring Order
April 12-15	Easter Holidays
April 16	Classes Resume
May 4	Spring Dance
May 21	End of Spring Quarter

SUMMER QUARTER

May 23	Registration
May 24	Classes Begin
May 27-29	Instructors' Workshop
July 4	Holiday
August 7	End of Summer Quarter
August 8	Commencement Rehearsal
August 9	Commencement Exercises
August 12-23	Instructors' Vacation

INSTITUTIONAL CALENDAR

1974 - 1975

FALL QUARTER

September 3 (9 A.M.)	Freshman Orientation
September 4 (9 A.M.-12 Noon)	Freshman Registration
(1 P.M.-3 P.M.)	Senior Registration
September 5	Classes Begin
October 3	Field Day
October 7-11	SGA Campaign Week
October 11	SGA Election
October 17	Installation of SGA Officers
October 24	Miss R. T. I. Finals
October 28	Veterans Day Memorial Service
November 20	End of Fall Quarter
November 21 & 22	Thanksgiving Holidays

WINTER QUARTER

November 26	Registration
November 27	Classes Begin
December 13	Christmas Dance
December 19-January 1, 1975	Christmas Holidays
January 2	Classes Resume
February 14	Valentine Dance
February 18	Fashion Show
February 25	End of Winter Quarter

SPRING QUARTER

February 28	Registration
March 3	Classes Begin
March 19	Cap and Gown, Invitation, and Ring Order
March 28 - March 31	Easter Holidays
April 29	Spring Dance or Field Day
May 20	End of Spring Quarter

SUMMER QUARTER

May 22	Registration
May 23	Classes Begin
May 26 - May 28	Instructor's Workshop Student Holidays
May 29	Classes Resume
July 4	Holiday
August 6	End of Summer Quarter
August 7	Commencement Rehearsal
August 8	Commencement Practice
August 8	Commencement
August 11 - August 22	Instructors' Vacation

OFFICERS OF ADMINISTRATION

Department of Community Colleges

Ben E. Fountain, Jr. President

Board of Trustees

I. J. Williams Chairman
John L. Carter Vice-Chairman
R. Craig Allen Secretary

Appointed by Commissioners Expiration of Term of Robeson County:

Gurney S. Kinlaw June 30, 1977
Vernon Floyd June 30, 1975
B. C. McBee June 30, 1979
J. A. Singleton, Jr. June 30, 1977

Appointed by Robeson County Expiration of Term Board of Education:

John L. Carter June 30, 1981
Guy P. McCormick June 30, 1977
A. D. Lewis, Jr. June 30, 1979
I. J. Williams June 30, 1975

Appointed by Governor Expiration of Term of North Carolina:

Gene Ballard June 30, 1979
John W. Oxendine June 30, 1975
Scott Shepherd June 30, 1977
Arnold Walker June 30, 1973

Administrative Staff

R. Craig Allen President
George E. Howard Dean of Instruction
Thaddeus Sexton Director of Career Education
Marcus Everitte Director of Library
Marie M. Malloy Director of Community Affairs
Ronald C. Brown Director of Admissions
Eddie Mac Locklear Director of Veteran Affairs and Placement
Fred Williams Dean of Student Services
Judith A. Jones Counselor
Russell E. Hellekson Business Manager
Rosa W. Cooper Accountant
Lynne R. Parker Assistant to the Accountant
Carol Powers Secretary, Business Manager
Lola B. Bracey Secretary, President
Juanita Worrell Secretary, Dean of Instruction
Gayle L. Wilkes Secretary, Career Education
Carolyn Britt Secretary, Library
Judy B. Connor Secretary, Student Services
Vickie Walters Secretary, Student Services

PHILOSOPHY, PURPOSES, AND OBJECTIVES

Robeson Technical Institute subscribes to the philosophy that every individual has the right to pursue further education compatible with his interests and abilities. Therefore, as an open-door institution, it provides a wide range of educational programs of general, occupational, and cultural education to meet the need of adults within the region it serves. The Institute helps provide to industry qualified and trained manpower which helps promote continued industrial, business, and economic growth; and further, it assists in the development of cultural activities which are of interest throughout the service area.

The purpose of Robeson Technical Institute is to make available for adults a broad range of educational opportunities providing for individual backgrounds, interests, abilities, financial resources, career choices, and other needs. To achieve this purpose, the Institute provides educational opportunities to enable each individual to develop to the maximum extent of his abilities, needs, and goals compatible with the needs of a democratic society. Programs will continue to be developed which will afford the individual the opportunity to understand his needs for continued growth and development in the areas of mental and physical health, cultural, social, civic, and moral responsibilities, creative expression, aesthetic appreciation, economic insight, worthwhile leisure activities and career aspirations.

To achieve these purposes, Robeson Technical Institute has the following specific objectives:

1. To provide general educational opportunities for adults regardless of their previous educational experiences.
2. To provide certificate, diploma, and Associate Degree programs to prepare students for employment in various occupations.
3. To provide leadership and to serve as a center to foster cultural, economic and social development in the community.
4. To provide cooperative co-educational programs with various governmental agencies for the disadvantaged and handicapped citizens of this area.
5. To provide short-term occupational courses for adults who need retraining or additional job skills.
6. To provide counseling and other guidance services to meet individual needs of the citizens of the area.

ACCREDITATION

Robeson Technical Institute is a member of the North Carolina Department of Community Colleges and is accredited by the State Board of Education. All programs offered by the Institute have been approved officially by the North Carolina State Board of Education, by the Veterans Administration, and by the North Carolina Department of Vocational Rehabilitation. The Practical Nursing Program is fully approved by the North Carolina Board of Nursing.

The Institute is a candidate for accreditation with the Southern Association of Colleges and Schools.

STUDENT ACTIVITIES

Student Government

The Student Government Association is composed of all full-time students who are enrolled at Robeson Technical Institute and who pay the \$15 activity fee. Every SGA member is encouraged to be an active participant in student affairs and to voice opinions and thoughts through their organization.

Officers and representatives of the SGA are elected in October and provide leadership for the student body. The SGA sponsors athletic and social activities that enhance student campus life. Students are involved in school affairs, with active participation on various advisory and ad hoc committees. Representatives of the SGA usually attend state conferences of the student government organization in the Community College System.

A budget governing the student activity fee for the following school year is recommended by the SGA in the spring. The budget usually covers the school newspaper, annual, special projects, student insurance, socials and dances, school pictures and ID cards.

Dances

Several dances under the sponsorship of the SGA are held each year, depending on the wishes of the students. A portion of the activity fee is budgeted to cover costs.

Field Day

Student Services sponsor a Field Day in the early fall. Competitive outdoor activities and sports and a cook-out are arranged.

Annual

The annual, **The Directions**, gives a pictorial view of the students and their activities of the year. Any SGA member is eligible for participation on the yearbook staff.

Newspaper

The **R.T.I. Echo**, the student newspaper, is published quarterly and provides notice of significant developments related to the students and their activities of the year. Staff members are chosen from volunteers from the SGA.

Athletics

In the past R.T.I. has had basketball and softball teams playing in the local league. These and other sports may be organized upon request of a sufficient number of students. The R.T.I. campus has acquired room for expansion and are adding those activities requested that are within budgetary limits and school policy.

Miss R.T.I. Pageant

The Miss R.T.I. Pageant is held each fall. The winner is the school representative at functions and parades during her reign. Contestants are judged on beauty, talent, and poise.

Special Events

The Student Government may sponsor other activities such as, socials, films, speakers, and related activities that are of interest to the students. When such occasions arise, students are notified in advance and are encouraged to participate.

Clubs

The Student Government sponsors formation of clubs according to student interest. Information may be secured from Student Services or president of the SGA.

School Colors

The official colors of Robeson Technical Institute are royal blue and white.

STUDENT SERVICES

Robeson Technical Institute provides many personnel services designed to make the educational experiences of its students profitable and satisfying. The services, organizations, and activities are provided as means of contributing to the total growth of the individual.

Counseling Service

Professionally trained counselors are available for vocational, academic, and personal counseling for both day and evening students. Students are encouraged to make use of this service at any time. A counselor is always available in the Student Services office.

Testing Service

A placement test battery, given to all full-time applicants, is both an entrance requirement and a counseling tool for placement. Other testing services are available upon request. All testing is provided at no cost to students.

Financial Assistance

Sources of assistance are (1) R.T.I. Student Aid Fund, (2) College Work-Study Program, (3) educational loans. There are other programs for veterans and disabled persons. Information and applications are available in the office of Student Services.

Placement Services

The Placement Service is designed to assist students and graduates in their search for either temporary or career job opportunities. A Student Services counselor maintains contact with employers who are looking for qualified applicants and schedules on and off campus throughout the year. Students and alumni are encouraged to use this service as often as they wish.

ADMISSIONS POLICY

Robeson Technical Institute maintains an "open door" policy for all applicants who are high school graduates or who have reached their eighteenth birthday. The Institute serves all students regardless of race, color, creed, sex, or national origin. All prospective students may be admitted to the different curricula based upon individual preparation and readiness.

ADMISSION REQUIREMENTS — CAREER EDUCATION PROGRAMS

Full-time Students

Two-year programs for Associate of Applied Science Degree.

1. High School graduate or the equivalent
2. Application
3. Transcript of previous education
4. Completion of standardized test battery
5. Complete medical history form
6. Counseling interview, where applicable

One-year programs for Diploma and Certificate Programs

1. Eighteen years of age or older and the ability to profit from instruction
2. Application
3. Transcript of previous education
4. Completion of standardized test battery
5. Complete medical history form
6. Counseling interview, where applicable
7. Additional requirements for Practical Nursing
 - a. High school graduate or the equivalent
 - b. Medical examination by a physician
 - c. Interview with, and approval of, nursing department supervisors
 - d. Two character reference letters
 - e. Proof of inoculations for tetanus
8. Additional requirements for Cosmetology
 - a. High school graduate or the equivalent
 - b. Medical examination by a physician within 30 days prior to registration
 - c. Serological lab test, tuberculin skin test or chest x-ray within 30 days prior to registration

The following procedures will be followed for registering full-time students.

1. Complete application form
2. Provide transcript of previous education
3. Complete medical history form

4. Complete standardized test battery
5. Provide any additional requirements for specific course
6. Personal reference letter for transfer students
7. Counseling interview where applicable
8. Review by admissions officer
9. Further counseling, if necessary
10. Letter of acceptance to specific course
11. Notification of day and time to report for registration

Part-time Students

Adult students may be admitted under special provision which allows them to take up to ten quarter hours of credit before completing admission requirements. However, all admission requirements must be met by the time the student has completed ten quarter hours of work if credit is to be granted.

Students who do not earn a "C" or better average on the first ten credit hours attempted will be referred to a counselor for consultation before registering for additional courses.

The following procedures will be followed for registering part-time students.

1. Complete application
2. Provide high school transcript from post-secondary institution, if attended
3. Register for courses
4. Pay tuition
5. Admit as special student

Credit By Transfer

Robeson Technical Institute may accept credits earned from technical institutes and colleges. Only course grades of "C" or better will be accepted and such courses must parallel the content of R.T.I. courses. Students who wish to transfer from other colleges and technical institutes must be eligible to return to the institution last attended.

The Director of Admissions will evaluate transcripts of previous education to determine the transfer credit allowable. This evaluation will be made at the time of acceptance and the student and his advisor notified in writing accordingly. Transfer credits will be posted to the student's permanent record as soon as the student enrolls.

A personal reference letter from the former post-secondary school will be required for transfer acceptance.

Credit By Examination

Any student, with the recommendation of a counselor and an advisor, may apply for credit for any curriculum credit course offered by R.T.I. Proficiency examinations will be required for each course.

All credits received via examination will be posted on the student's permanent record, with the examination grade and the statement "credit by examination." Re-examination for the same course is prohibited.

SPECIAL CONDITIONS

Any person who has been convicted of violation of, or has been known to violate, the North Carolina Uniform Narcotic Drug Act as a pusher (seller) or user of drugs listed as illegal shall not be admitted to Robeson Technical Institute, except with the permission of the Board of Trustees of the Robeson Technical Institute.

Any person who has been indicted for violation of the North Carolina Uniform Narcotic Drug Act, or for which there is good reason to believe that the person has violated the N. C. Uniform Drug Act, will have his application for admission to Robeson Technical Institute held in abeyance until such time as his case is cleared in a court of law, or his name can be cleared through ample evidence supplied by the applicant or his representative.

CONTINUING EDUCATION

(Adult Basic, High School, Adult Enrichment, Occupational Extension)

The "open door" policy is observed regarding requirements for admission to Continuing Education classes. Any person who is a high school graduate, or at least 18 years of age and not currently attending a public school, is eligible to enroll.

Additional Requirements — High School Program

1. For admission to the Adult High School Diploma Program, a person must be at least 18 years of age and out of public schools for at least six months. Upon written recommendation of the local school superintendent, individual public school dropouts, between the ages of 16 and 18 may be admitted as students with special needs.
2. The entrance level of each student applying for admission to the Adult High School Diploma Program shall be determined in one of the following manners:
 - a. The procedure shall be to apply the scores on any appropriate achievement battery approved under the National Defense Education Act, Title V (a) Testing, North Carolina, to the 50th percentile level for end-of-year norms to determine entrance level. Thus, an applicant with a percentile rank of 50 on English for eleventh grade end-of-year norms would be classified as a senior in English for course-of-study purposes; and so on for other subject fields.
 - b. A certified transcript from a state or regionally accredited secondary school showing courses and years of work completed.

COST

Robeson Technical Institute receives financial support from local, state, and federal sources, allowing each student an educational opportunity at minimum cost. Tuition fees are set by the State Board of Education and are subject to change without notice. The payment of fees for each quarter is required at registration.

ITEM	STUDENT	
	Out-of-State	In-State
Tuition (each quarter)	\$137.50	\$32.00
Books and Supplies (estimate-each quarter)		
Two-year Programs	35.00	35.00
One-Year Programs	15.00	15.00
Activity Fee (First Quarter Only)	15.00	15.00
Graduation Fee (Last Quarter Only)	10.00	10.00

Personal expenses, transportation, and other costs vary according to the student. A late registration fee of \$5.00 will be charged after classes begin.



PROGRAMS OF STUDY

Associate Degree in General Education

General Education Program

Associate of Applied Science Degree Programs

Accounting	General Office Technology
Agricultural Business Technology	Industrial Management
Agricultural Science and Mechanization (Veteran Farmer Training)	Legal Secretarial Science
Business Administration	Mechanical Drafting and Design Technology
Executive Secretarial Science	Medical Secretarial Science
General Engineering Technology	Real Estate Sales and Management

Vocational Diploma Programs

Air Conditioning and Refrigeration	Machinist
Automotive Mechanics	Masonry
Carpentry and Cabinetmaking	Practical Nursing
Cosmetology	Radio, Television, and Electronic Servicing
Electrical Installation and Maintenance	Welding
Industrial Maintenance	

Certificate Programs

Developmental Studies	Industrial Sewing
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GENERAL EDUCATION PROGRAM

(Associate Degree in General Education)

(18 Months Training)

Are you a high school graduate and want education to improve or expand your knowledge of our culture in its many facets?

The Associate Degree in General Education provides for a basic exposure to the liberal studies and also enables the student to tailor the program beyond that point to that of personal interests. In carrying out the role of the North Carolina Community College System, Robeson Technical Institute offers this program of instruction which may be terminal (with a degree) or will contribute to further development in other institutions of higher education leading to the bachelor degree.

The General Education program is unique in that it offers the general education or academic courses to fulfill one's needs and also allows one to take courses that are job-related, thus providing an educational program that is open-ended to many job opportunities or for additional studies.

The General Education program is a two-year program, consisting of studies in the following areas: history, literature, communication skills, natural sciences, and job-related courses from our technical programs.

Other advantages of this program: (1) tuition and fees are significantly less than most other institutions, and (2) the cost of room and board is less when the student can live at home.



ACCOUNTING

(Associate of Applied Science Degree)

(18 Months Training)

Do you have an aptitude for logical thinking and enjoy working with figures? If so, Accounting may be for you. Along with these two qualities, you will need patience, persistence, and the ability to work with extreme accuracy.

Experienced and capable individuals are in strong demand and, once the individual becomes skilled, advancement prospects are excellent.

Occupational Opportunities

Accounting Clerks
Accounting Machine Operators
Cost Accountants

Payroll Clerks
Auditors
Office Managers

Areas of Training

Accounting
Economics
Typewriting
Business Math
Communicative Skills
Business Law
Applied Psychology
Credit Procedures & Problems

Business Finance
Introduction to Data Processing
Office Machines
Taxes
Office Management
Cost Accounting
Business Insurance
Social Science



AGRICULTURAL BUSINESS TECHNOLOGY

(Associate of Applied Science Degree)

(18 Months Training)

Rapid technological changes in farming and related agricultural businesses have given rise to the need for more technically trained people. A variety of agricultural businesses and industries employ persons to assist in marketing, processing, and distributing farm products and providing services to the farmer. Many responsible positions in agricultural businesses and industries require technical training not available in high schools or in four-year colleges.

As agricultural businesses and industrial firms expand in size and number, they are experiencing rapid changes in the technologies of production, sales, and management in an increasingly competitive environment. It is anticipated that these changes in agriculture and the general economic environment will occur at an even faster rate in the next several years. Future employees of such firms must be prepared to understand these changes and adapt themselves accordingly.

Occupational Opportunities

Salesman or store manager in farm supply store

Agricultural field serviceman

Salesman, demonstrator, or plant manager of feed and food companies

Farm products inspector or salesman

Office manager of farm products marketing firms

Areas of Training

Introduction to Business

Animal Science

Sales Development

Agricultural Marketing

Soil Conservation

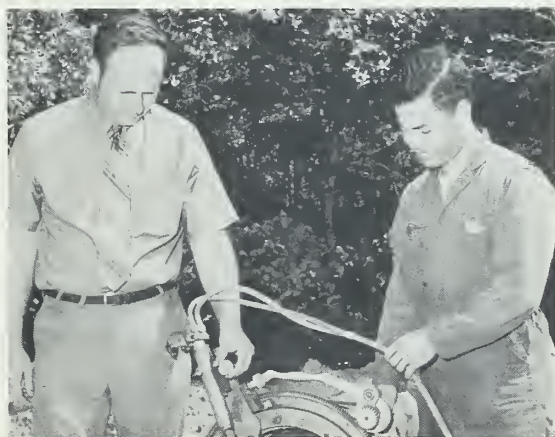
Business Communications

Agricultural Mechanization

Plant Science

Farm Business Management

General Horticulture



AGRICULTURAL SCIENCE AND MECHANIZATION VETERAN FARMER TRAINING

(Associate of Applied Science Degree)

(36 Months Training)

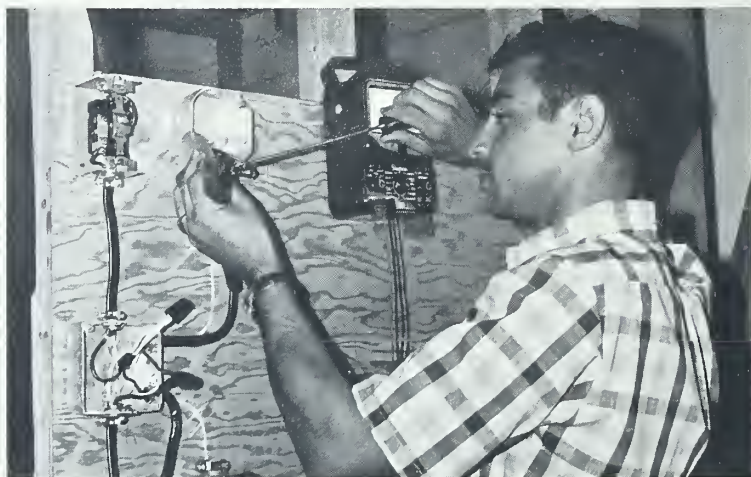
Farming is one of man's oldest professions and is most essential to our livelihood. If you are interested in learning how to farm, or in increasing your knowledge of farming, the Agricultural Science and Mechanization Program may be for you. If you are a service veteran, you may find the combination of farming and schooling will meet the requirements for you to receive full time V. A. benefits.

At the present time there is a shortage of highly skilled farmers. The young man of today may find farming to be a most challenging and rewarding experience.

Occupational Opportunities

Farm Management
Livestock Production
Crop Production

Farm and Home Construction
Farm Maintenance
Farm Equipment



Areas of Training

Farm Tractors
Farm Business Management
Swine Feeding & Management
Pastures & Forage Crops
Farm Accounting & Records
Farm & Home Construction
Agriculture Finance

Techniques of Welding
Beef Production
Farm Electrification
Feed Grain Crops
Agricultural Math
Fertilizers & Lime
Surveying

BUSINESS ADMINISTRATION

(Associate of Applied Science Degree)

(18 Months Training)



Do you desire to develop an understanding of the principles of organization and management in business operations, effective communications for business, and human relations as they apply to the successful operations in the rapidly expanding business economy.

The Business Administration Curriculum is designed to prepare the student for employment in one of the many occupations common to business. With the increased population and industrial development in our state, business has become more competitive and specialized. Job opportunities for technical graduates are numerous for many years to come.

Occupational Opportunities

Advertising
Insurance
Credit
Finance
Banking

Industrial Management
Retailing
Wholesaling
Transportation
Communications

Areas of Training

Introduction to Business
Business Math
Typewriting
Economics
Office Machines
Business Law
Applied Psychology

Taxes
Introduction to Data Processing
Business Finance
Accounting
Business Management
Sales Promotion & Advertising
Business Insurance

EXECUTIVE SECRETARIAL SCIENCE

(Associate of Applied Science Degree)

(18 Months Training)

Are you neat in appearance?

Are you congenial?

Do you enjoy carrying out details?

Do you enjoy working with people?

If your answer to these questions are "yes," the secretarial program is the one for you. It is a field in which promotions and responsibilities come with experience. The competent secretary is the key to an effective business office.

Occupational Opportunities

Stenographer
File Clerk Secretary
Administrative Assistant

Private Secretary
Bookkeeper Secretary
Receptionist

Areas of Training

Introduction to Business
Shorthand
Typewriting
Business Law
Accounting
Communicative Skills
Dictation & Transcription

Office Machines
Personal Development
Taxes
Social Science
Terminology, Vocabulary & Spelling
Secretarial Procedures
Introduction to Data Processing



GENERAL ENGINEERING TECHNOLOGY

Associate of Applied Science Degree

(18.5 Months Training)

In the General Engineering Technology program, a student acquires a core of knowledge and skills which a technician in any engineering field needs.

The first year will be taught at Robeson Technical Institute, with transfer options to other institutions to complete the requirements for the Associate of Applied Science Degree in one of the four engineering technologies described below.

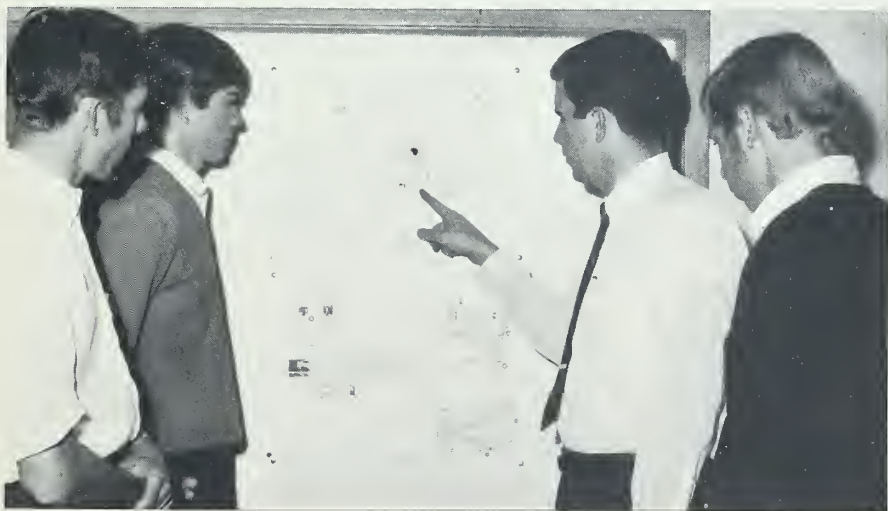
Air Conditioning Technology—To prepare trainees in planning, installing, operating, and maintaining air conditioning equipment.

Civil Engineering Technology—To provide the technician with knowledge to carry out many of the planning and supervisory tasks necessary in construction of highways, bridges, airfields, industrial buildings, and utilities.

Environmental Engineering Technology—Training for technicians to work in areas related to sanitary engineering and public health.

Mechanical Engineering Technology—To prepare technicians to assist engineers in design, development, and operation of machinery and other equipment parts.

This program is designed to provide the basic subjects in mathematics, science, drafting, and general education which will prepare the successful student to enter one of the four engineering technology programs.



GENERAL OFFICE TECHNOLOGY
(Associate of Applied Science Degree)
(18 Months Training)



More people are now employed in clerical occupations than in any other single job category. Automation and increased production will mean that these people need more technical skills and a greater adaptability for diversified types of jobs.

Occupational Opportunities

Accounting Clerk
Bookkeeper
Receptionist

File Clerk
Machine Transcriptionist
Private Secretary

Areas of Training

Typewriting
Introduction to Business
Filing
Spelling
Terminology, Vocabulary,
& Punctuation

Business Grammar
Business Law
Office Machines
Personal Development
Secretarial Procedures

INDUSTRIAL MANAGEMENT

Associate of Applied Science Degree

(18 Months Training)

The Industrial technician concerns himself with such things as flow of work for most efficient production; time and motion studies; industrial accidents and fires; accounting and inventory control systems. He is concerned with people, availability of a work force, plant location, salary administration, and job evaluation programs.

If you like people and are concerned with human relationships, if you recognize and appreciate the importance of scientific management in reducing costs and increasing productivity, a career in industrial management may be for you.

Occupational Opportunities

Foreman
Stock Supervisor
Supervisor of Personnel

Quality Control Assistant
Time Study Analyst
Assistant Plant Engineer

Areas of Training

Introduction to Business
Personnel Management and Supervision
Manufacturing Cycles
Industrial Safety
Business Law
Production Planning

Technical Drafting
Job Analysis and Evaluation
Foremanship Supervision
Quality Control
Management Problems
Report Writing



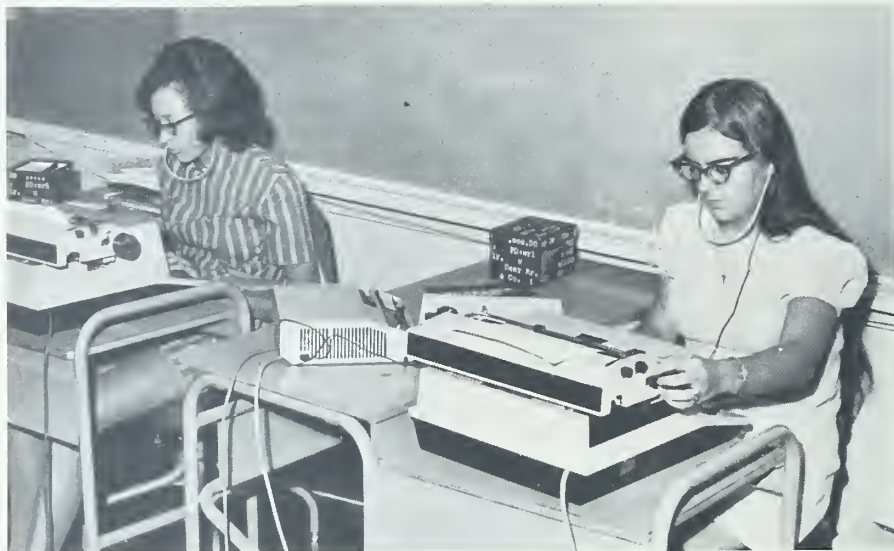
LEGAL SECRETARIAL SCIENCE

(Associate of Applied Science Degree)

(18 Months Training)

The demand for better qualified legal secretaries in our ever-expanding legal profession is becoming more acute. Qualified legal secretaries will relieve the attorney of routine administrative matters. The legal office is greatly dependent on the effectivity, productivity, and responsibility of its legal secretary.

The legal secretary is expected to enhance the image of the law office. The typical legal secretary is alert to the needs and expectations of her employer and employer's clients.



Occupational Opportunities

Law Offices
State Government
Real Estate Offices

Federal Government
Banks
City Government

Areas of Training

Communicative Skills
Business Math
Typewriting
Shorthand
Accounting
Business Law
Terminology, Vocabulary & Spelling

Taxes
Dictation & Transcription
Office Machines
Personal Development
Filing
Introduction to Data Processing
Secretarial Procedures

MECHANICAL DRAFTING AND DESIGN TECHNOLOGY

(Associate of Applied Science Degree)

(18 Months Training)

Are you the one for the job???

To be a draftsman, a person should like to draw, be able to visualize objects, be curious about the "why of things," have a mechanical aptitude, be neat and systematic, and be concerned about details. If you can fit yourself into these attributes, then drafting may be your field.

Today, draftsmen are vital to virtually every phase of life in the United States. They make the drawings from which machines, machine parts, homes, factories, and commercial buildings are built. Bridges and roads are based on their drawings. Almost all man-made products have their beginning on the drawing board.

Occupational Opportunities

Machine Designer
Mechanical Draftsman
Consulting Engineering Firms

Research Assistants
Engineering Assistant
Layout and Detail Draftsman

Areas of Training

Technical Drafting
Machine Processes
Technical Mathematics
Physical Metallurgy

Design Drafting
Strength of Materials
Structural Drafting
Report Writing



MEDICAL SECRETARIAL SCIENCE

(Associate of Applied Science Degree)

(18 Months Training)

If you have a genuine liking for people, along with the qualifications of a good secretary, you may find great satisfaction in being a medical secretary. An interest in people and a desire for a secretarial career combine most usefully in this career field.

It is often the task of the medical secretary to see that the doctor's office runs smoothly and has a friendly atmosphere.

If you come out of high school with an aptitude for office management and an interest in the medical field, a career as a medical secretary may be for you.

Occupational Opportunities

Doctors' Offices
Clinics
Medical Laboratories

Hospitals
Medical Care & Hospitalization
Insurance Companies
Manufacturers of Medical Supplies



Areas of Training

Typewriting
Introduction to Business
Shorthand
Communicative Skills
Business Law
Terminology, Vocabulary & Spelling
Introduction to Data Processing
Accounting

Anatomy
Office Machines
Dictation & Transcription
Filing
Secretarial Procedures
Social Science
Personal Development
Office Management

REAL ESTATE SALES AND MANAGEMENT

(Associate of Applied Science Degree)

(18 Months Training)

Professionalization of the real estate field is developing rapidly nationally. Real estate sales annually reach billions of dollars in the United States. Personal success in real estate sales and management will require extensive study and training.

The curriculum in Real Estate Sales and Management is designed to provide courses in general education, business administration, and real estate sales and management.

This program is approved by the North Carolina Real Estate Board and the North Carolina Association of Realtors.

Occupational Opportunities

Appraisal
Office Management
Taxes
Broker

Insurance
Construction
Sales
Developer

Areas of Training

Business Finance
North Carolina Building Codes
Real Estate Appraisal
Business Law of Real Estate
Real Estate Management and Brokerage

Residential Construction
Business Law
Business Insurance
Economics
Commercial Construction



AIR CONDITIONING AND REFRIGERATION

(Diploma)

(12 Months Training)

Air conditioning and refrigeration craftsmen work with contractors and engineers installing and maintaining equipment in homes, hotels, office buildings, factories, and food stores. In recent years the "all year" comfort systems of cooling and heating have grown tremendously. The food industry is also looking for "men" trained in refrigeration systems in freezing, storage, and display of products.

With this great upsurge in the use of air conditioning and refrigeration equipment, there is a great demand for trained individuals to install, operate, maintain, and service equipment.

Occupational Opportunities

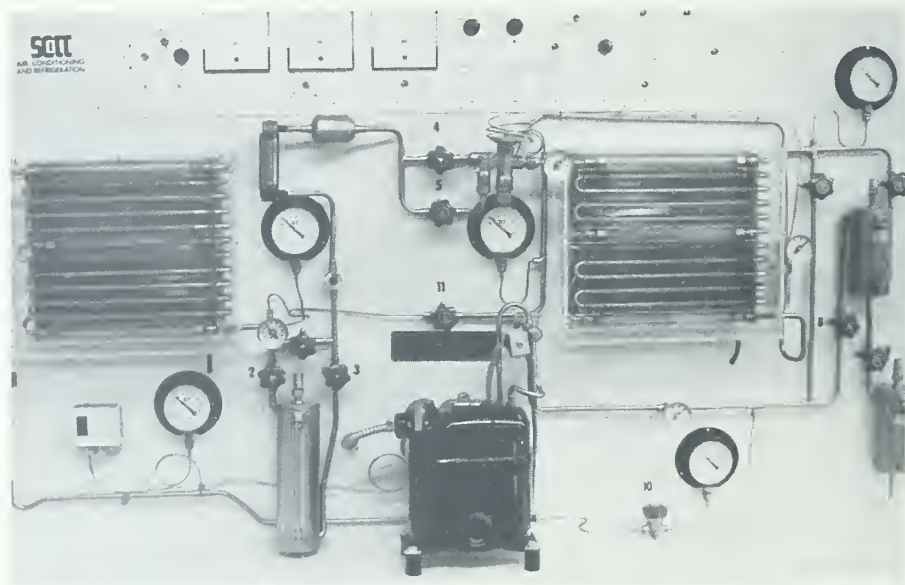
Installation
Inspection
Supervisors

Service
Sales
Contractors

Areas of Training

Tool and Equipment
Principles of Refrigeration
Related Mathematics
Blueprint Reading
Domestic and Commercial Refrigeration
Oil, Gas & Electric Heating

Automatic Controls
Basic Gas Welding
Related Applied Science
Cost Estimating
Duct Construction and Maintenance
Small Business Operations



AUTOMOTIVE MECHANICS

(Diploma)

(12 Months Training)

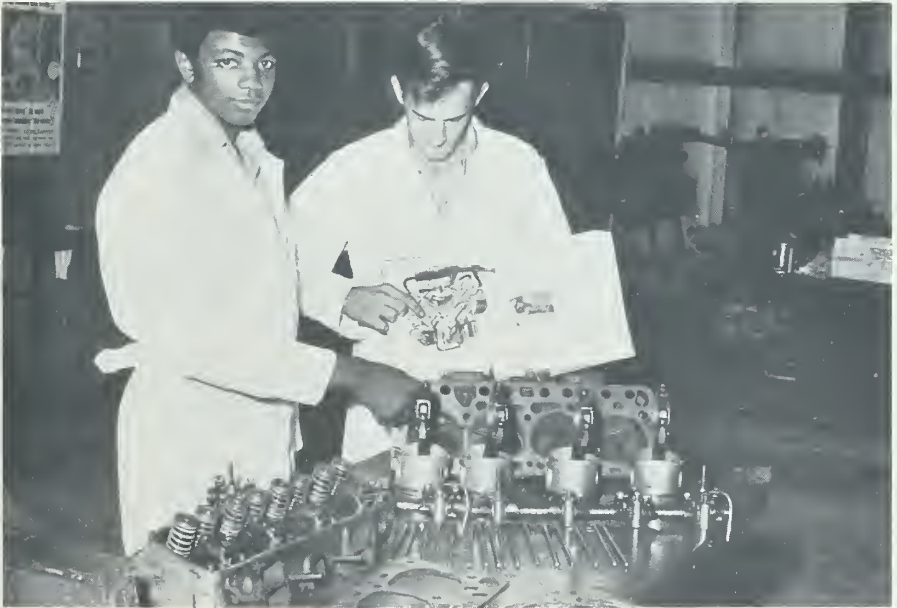
If you have an aptitude for mechanical work, good hand coordination, and a keen interest in the operation of the automobile and its component parts, Robeson Tech has a course in Automotive Mechanics for you.

This challenging and rewarding field of study offers a wide range of job opportunities in the automotive and related fields of employment.

Occupational Opportunities

Specialized Mechanics
Auto Service Centers
Specialized Shops
Independent Garages

Automobile Dealerships
Automotive Diagnostic Centers
Foreman
Parts Dealerships



Areas of Training

Related Mathematics
Internal Combustion Engines
Schematics & Diagrams
Related Communicative Skills
Basic Welding
Automotive Braking Systems

Engine Electrical & Fuel Systems
Automotive Air Conditioning
Related Applied Science
Automotive Chassis & Suspension Systems
Automotive Power Train Systems
Small Business Operations

CARPENTRY AND CABINETMAKING

(Diploma)

(12 Months Training)

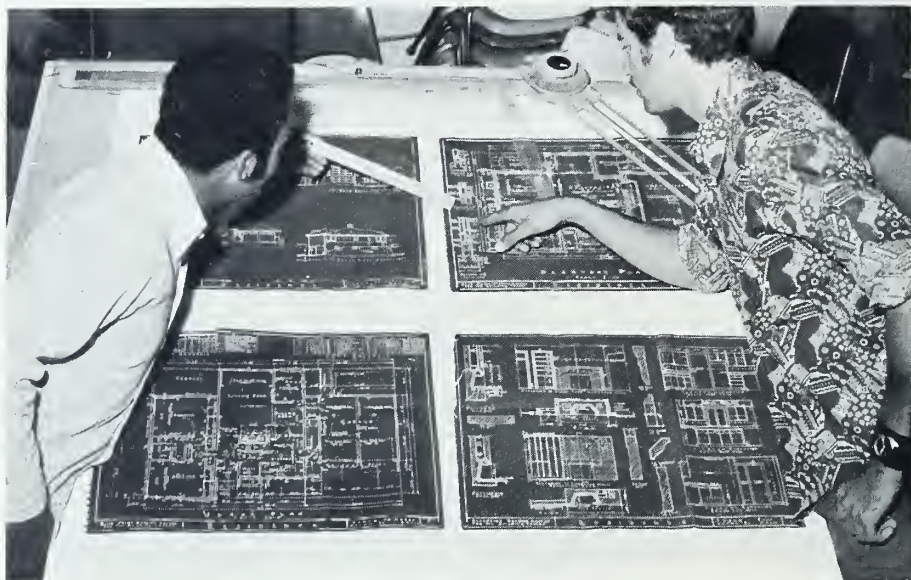
Carpentry and cabinet making was one of man's first trades. Today, it is more important than ever. A student of carpentry and cabinet making must have an interest in "putting things together". He should enjoy working indoors and outdoors in creating things of usefulness and beauty.

If these traits fit you, then Carpentry and Cabinetmaking may be your course. The opportunities are of such range as to be almost unlimited.

Occupational Opportunities

Journeyman
Foreman
Supervisor
Superintendent
Contractor

Residential and Commercial Estimator
Cabinet Maker
Finish Carpenter
Maintenance Carpenter
Building Supply Salesman



Areas of Training

Use of Hand Tools and Power Tools
Blueprint Reading
Layouts and Foundations
Codes and Specifications
Building Trades Mathematics

Related Communicative Skills
Human Relations
Small Business Operations
Floor, Wall & Roof Framing
Surveying

COSMETOLOGY

(Diploma)

(12 Months Training)

If you have a sincere interest in people and providing beauty services for customers, a program of study in the field of cosmetology may fill your career needs.

At Robeson Tech you may take a program designed to give you the background in hair styling, its problems and possible solutions. You will study the science related to the health of facial skin, nails, scalp and hair. You will work with both individuals and groups in activity practice or on-the-job training.



This program is approved by the North Carolina State Board of Cosmetic Art Examiners and qualifies graduates to take the State Board Examination in Cosmetology.

Occupational Opportunities

Salons
Department Stores
Hospitals
Hotels

Private Owned Shops
Supervisors
Management
Supply Saleslady

Areas of Training

Introduction to Cosmetology
Bacteriology, Sanitation & First Aid
Hair Styling
Care of Nails
Dermatology & Facial Make-Up

Hair Shaping
Hair Coloring & Lightening
Related Communicative Skills
Anatomy
Chemistry

ELECTRICAL INSTALLATION AND MAINTENANCE

(Diploma)

(12 Months Training)

The program is Electrical Installation and Maintenance has been prepared for students qualified by interest, initiative, and aptitude, and who want to work in a fast growing technical field. It is designed to challenge those with average or better mental ability, a good high school mathematical background, sound mechanical comprehension, and inquiring mind and attitude, and an interest in scientific fields of work. Graduates are qualified to enter positions in several areas within the field of electricity.

Occupational Opportunities

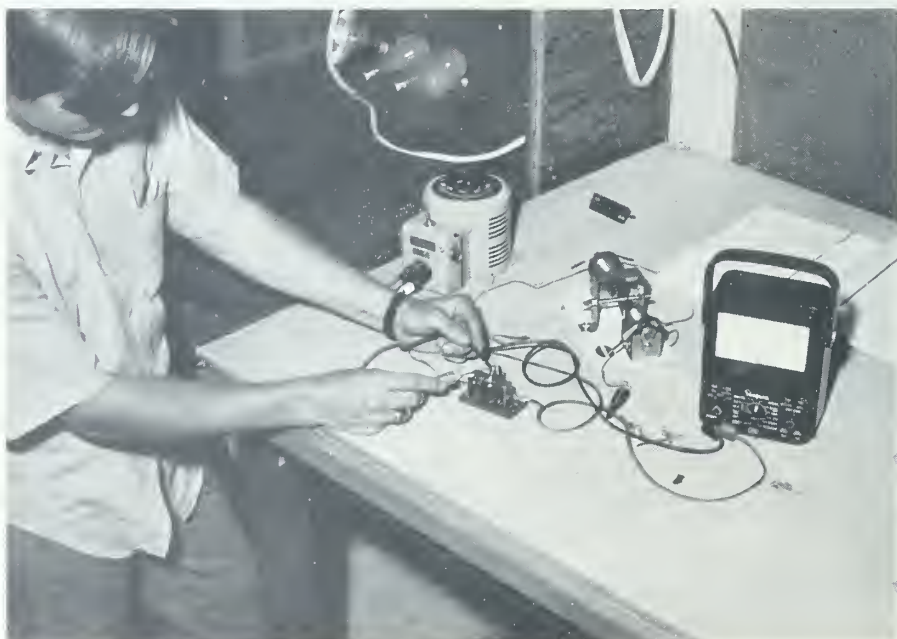
Industrial Installation
Industrial Maintenance
Construction Electrician

Licensed Electrician
Sales and Service
Electrical Contractor

Areas of Training

Residential Wiring
Electrical Blueprint Reading
Electrical Mathematics
Related Communicative Skills
Direct and Alternating Current

Direct & Alternating Current Motors and Controls
Related Applied Science
Human Relations
Commercial & Industrial Wiring
Small Business Operations



INDUSTRIAL MAINTENANCE — ELECTROMECHANICAL (Diploma)

(12 Months Training)

This program is designed to prepare persons to fill positions in plants and industries of this area. Upon completion of the program, the graduate should be able to implement preventive maintenance programs, diagnose malfunctions, perform all but major repairs on production machinery, install and connect machines to power sources, extend electric power lines within the plant according to standard codes, plan and make piping installations. The program stresses a working understanding of mechanisms, the development of ability to communicate effectively and the fostering of attitudes of cooperation, responsibility, and pride in one's work.

Occupational Opportunities

Plant Maintenance
Repairmen
Foreman or supervisor

Electromechanical Mechanic
Electrical Maintenance
Machine Maintenance

Areas of Training

Mechanical Blueprint Reading
Direct and Alternating Current
Machine Shop Theory and Practice
Electrical Motors and Controls

Industrial Safety
Basic Welding and Cutting
Plumbing — Pipe Work
Mechanical Maintenance



MACHINIST

(Diploma)

(12 Months Training)

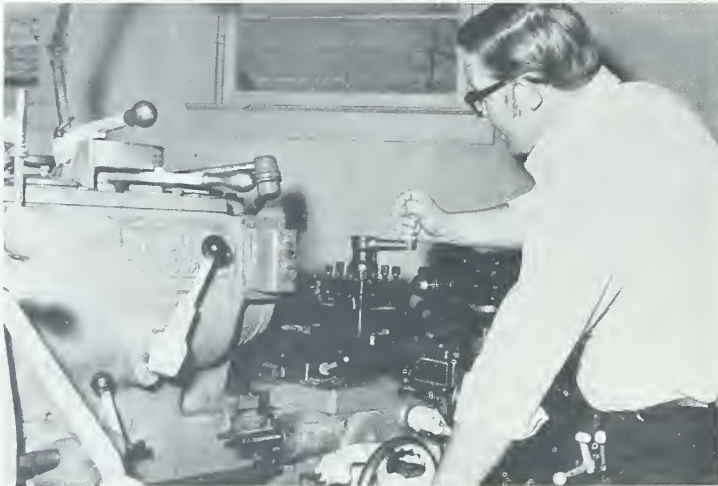
Do you have a mechanical aptitude and an interest in metal working machines? Are you seeking a rewarding and useful career? If you can answer "yes" to these questions, then a course in the Machinist Program may be of interest to you.

This course is designed to give individuals the opportunity to acquire basic skills and the related vocational information necessary to gain employment in a machine shop. The machinist is a skilled worker who shapes metal by using machine tools and hand tools. This skilled worker must be able to set up and operate the machine tools found in a modern shop. He makes standard calculations relating to dimensions of work, tooling, and feeds and speeds of machines. He must know the composition of metals so that he can anneal and harden tools and metal parts.

Occupational Opportunities

Tool Maker
Machine Manufacturing
Appliance Manufacturing
Machine Shops

Set-Up Man
Methods Technicians
Foreman
Quality Control



Areas of Training

Shop Operations
Mechanical Blueprint Reading
Testing Instruments
Related Communicative Skills
Basic Welding

Measuring Instruments
Related Applied Science
Treatment Metals
Small Business Operations
Human Relations

MASONRY

(Diploma)

(12 Months Training)



Do you prefer work that is mostly out-of-doors? Do you have hand coordination and physical stamina? Would you like to be trained in an occupation?

If you can answer “yes” to these questions, then Masonry may be the course for you. Trained craftsmen are needed to fill well-paying positions in Masonry and related fields of employment.

Occupational Opportunities

Masons	Foreman
Inspector	Contractor
Supervisor	Supply Salesman
Residential & Commercial Estimator	Superintendent

Areas of Training

Bricklaying	Blueprint Reading
Related Mathematics	Surveying
Construction Procedures	Small Business Operations

PRACTICAL NURSING

(Diploma)

(12 Months Training)

If you have a "flair for science," and would like to become an important member of a medical health team, a career in nursing may be for you. You must have a warm personality and like dealing with people-from children to the elderly.

The job demands the utmost in accuracy, for errors are costly and could be dangerous to the patient. It requires a person who is intelligent, gentle and sympathetic, and who is deft with his hands.

Occupational Opportunities

Hospitals
Private Homes
Nursing Homes
Rest Homes

Health Departments
Physicians' Offices
Dentists' Offices
Industry

Areas of Training

Body Structure & Function
Math for Nurses
Practical Nursing Procedures
Medical Terminology
Family Units

Drug Administration
Related Communicative Skills
Nutrition
Obstetric-Pediatric Nursing
Vocational Adjustment



Graduates of the practical nursing program are eligible to apply to the State Board of Nursing for examination to become a Licensed Practical Nurse.

RADIO, TELEVISION, AND ELECTRONIC SERVICING

(Diploma)

(12 Months Training)

This challenging and rewarding field of study offers a wide range of job opportunities in the radio, television and related fields of employment. A young man who is alert, has a sense of responsibility, and who has a desire to learn will be able to advance rapidly in the trade if he is willing to apply himself to his studies while he is taking this course.

The program has been broadly designed so that regardless of the industry or business which the student enters, he will be able to understand not only his own job but how it "fits in" to the overall industrial and business endeavor.

Occupational Opportunities

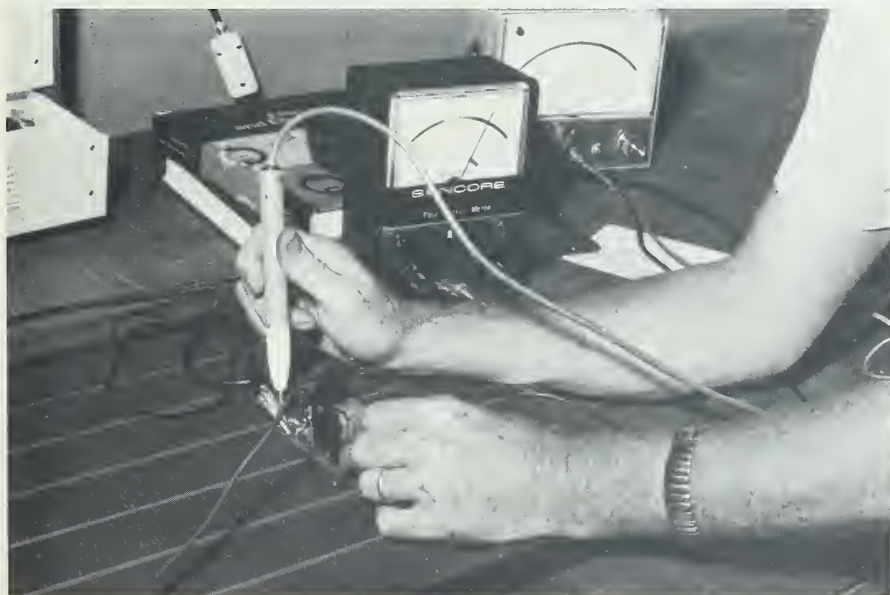
Radio Repair Servicing
Production Inspection
Electronic Inspection
Radio Communication

Civil Service Employment
Manufacturer Sales Representative
Television Repair Servicing
Electronic Communication Repair

Areas of Training

Direct & Alternating Current
Electrical Mathematics
Vacuum Tubes & Electronic Circuits
Amplifier Systems
Small Business Operations

Radio Receiver Servicing
Transistor Theory & Electronic Circuits
Human Relations
Television Receiver Circuits & Servicing
Related Communicative Skills



WELDING

(Diploma)

(12 Months Training)

If you have good manual dexterity, a steady hand, good hand co-ordination, a keen eyesight, and want training in an occupation with a bright future, welding may be for you. Where there is industry, there is welding. The field of welding offers a person prestige, security, and a future of continuous employment with steady advancement.



Occupational Opportunities

Production Welding
Pipe Welding
M.I.G. Welding
T.I.G. Welding
Shop Welding

Welding Technician
Welding Supervisor
Welding Inspector
Welding Analyst
Sales and Service Industry

Areas of Training

Oxyacetylene Welding & Cutting
Mechanical Blueprint Reading
Related Applied Science
Arc Welding
Mechanical Testing & Inspection
Machine Shop Processes
Related Communicative Skills

Inert Gas Welding
Human Relations
Pipe Welding
Commercial & Industrial Practices
Certification Practices
Related Mathematics
Small Business Operations

DEVELOPMENTAL STUDIES

(Certificate)

(9 Months Training)

Are you in doubt about your career? Do you feel you need a deeper understanding of the fundamentals of the English language? Would you like to increase your reading speed and be able to understand better what you have read? Do you need to expand your math background? Would you like to develop some good study habits? Do you need help in deciding on a career?

The Developmental Studies program is offered to strengthen educational limitations and provide assistance in career selection.

Occupational Opportunities

In cases where the student cannot attain a level of academic proficiency to enter regular curriculum programs, he will be counseled and every effort will be made to assist him in finding employment.

Areas of Training

Methods of Study
Communicative Skills
Vocational Audit
Psychology & Problem Solving
Composition

Reading Improvement
General Mathematics
Vocational Selection
Comparative Government
General Science



INDUSTRIAL SEWING

(Certificate)

(5 Weeks Training)



What does a woman look for when trying to decide upon a career? Interesting work? Security? Top income? Fast advancement?

In the textile field there is, and always will be, a great demand for those skilled in the operation of many kinds of power sewing machines.

If you have poise and self-control and, if you have good eyes and skillful hands, a career in industrial sewing may be of interest to you. This program is designed to help you build your working future, while expanding your knowledge of industrial sewing.

Occupational Opportunities

Operator
Supervisor
Production Control

Inspection & Quality Control
Instruction & Training
Shipping

Areas of Training

Operation, Care and Cleaning of
Power Sewing Machines
Related Communicative Skills

Human Relations
Basic Sewing
Production Sewing Practicum

practical nursing

General Engineering Technology

REAL ESTATE

Masonry

MACHINIST

Accounting

CARPENTRY

**DRAFTING AND
DESIGN TECHNOLOGY**

**Electrical
installation**